1. Applicant Details

|  |  |  |  |
| --- | --- | --- | --- |
| Business Name/ Applicant Name |  |  | Company No: |
| Date of Incorporation |  |  | |
| TIN Number |  |  | |
| Contact Person |  |  | Tel: |
| Nature of business |  |  | |
| Sector |  |  | |
| Business Location *(Business Physical address)* |  |  | |
| Working capital Loan Amount (BWP) |  | | |
| Current Employment Level |  | | |
| Projected Employment |  | | |
| Age of Business |  | | |
| Date of application |  |  | |

1. Personal Details (If Company, complete for all Shareholders)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Mr. | Mrs. | Miss | Other (State title) |
| Surname |  | | | |
| Other Names |  | | | |
| Omang Number |  | | | |
| Date of Birth |  | | | |
| Marital Status (tick the correct one) | | Married | Single | Divorced |
| Postal Address | |  | | |
| Physical Address | |  | | |
| How long have you been at this address | |  | Telephone |  |
| Email | |  | | |
|  | | | | |
| Title | Mr. | Mrs. | Miss | Other (State title) |
| Surname |  | | | |
| Other Names |  | | | |
| Omang Number |  | | | |
| Date of Birth |  | | | |
| Marital Status (tick the correct one) | | Married | Single | Divorced |
| Postal Address | |  |  |  |
| Physical Address | |  |  |  |
| How long have you been at this address | |  | Telephone |  |
| Email | |  | | |

1. **Breakdown of working capital**

|  |  |  |
| --- | --- | --- |
| Description (salaries, Utilities, stock etc) | Duration (months) | Amount (BWP) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

1. **Financing Plan**

|  |  |
| --- | --- |
| Owners contribution*: How much will you be putting into the business:*  *Cash*  *Assets (land, transport, equipment?) to your loan request* | *Amount* |
|  |
| CEDA LOAN |  |
| *Total Project Financing* |  |

1. Does the company/ promoter have any loans from other Financial Institutions? Yes [ ] No [ ]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Financial  Institution Name | Account Number | Loan  Amount | Repayment Amount | Repayment  Period | Amount  Outstanding |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Commercial Bankers

|  |  |  |  |
| --- | --- | --- | --- |
| Bank Name |  | Branch |  |
| Account Number |  | | |
| Address |  | | |
| Telephone |  | Facsimile |  |

1. Ownership and Management

|  |  |  |
| --- | --- | --- |
| Management Team  *Provide details of the management team and their capabilities (e.g. experience in this kind of business or in this sector).* | | |
| Full Names | Experience | Qualifications |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Payroll details (you may attach payroll details covering; full names, ID, position and salary)**

|  |  |  |  |
| --- | --- | --- | --- |
| Payroll expenses  *Provide details of the staff and their payments* | | | |
| Full Names | ID/ Passport Number | position | Monthly wages/ salaries |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Totals |  |  |  |

1. **Business Profile**

|  |
| --- |
| Business Description  Production Process  (*Provide details of daily business activities and processes )* |

1. **Market**

|  |  |
| --- | --- |
| (provide details of your market) | |
| Competition and Competitors |  |
| Distribution channels: |  |

1. **Did you benefit from any other Government interventions/ Incentives aimed at addressing COVID- 19 Pandemic effects (YES/ NO)**

IF YES (Explain)

|  |
| --- |
|  |

1. **Declaration**

I/we hereby declare that the information provided above is, to the best of my/our knowledge and belief, true and correct. I/we further declare that the money borrowed shall be used solely for the purpose indicated above and that the is no legal impediment for the intended use.

Names in Full: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Managing Director/Principal Partner/Principal Applicant

Date: \_\_\_\_\_\_\_\_\_\_\_\_

For CEDA Official Use

|  |  |  |
| --- | --- | --- |
|  | COVID -19 INDUSTRY SUPPORT FACILITY LOAN CHECKLIST (REQUIRED DOCUMENTS) | TICK |
| 1 | Certified copy of Omang |  |
| 2 | Company resolution to borrow (in case of a company) |  |
| 3 | Form 2 (list of shareholders / directors) in case of a company |  |
| 4 | Form 3 (certificate of incorporation) in case of a company |  |
| 5 | Form 4 & 5 (allotment of shares & Share certificates) in case of a company |  |
| 6 | Company Registration Extract Documents (for companies registered/ re-registered effective 3 June, 2019). |  |
| 7 | Memorandum & Articles of Association (If a company) |  |
| 8 | Certified copies of Shareholders & Directors IDs (If a company). |  |
| 9 | Certified copy of Marriage Certificate, where applicable. |  |
| 10 | Certified copy of Deeds Marriage Instrument (Form A or B). |  |
| 11 | Business Bank statements for at least 6 months. |  |
| 12 | Annual Financial statements (Prepared by a BICA registered member) |  |
| 13 | Management accounts where annual financial statements are older than 3 months. |  |
| 15 | License to operate business (as prescribed by the relevant licensing authority) |  |
| 16 | Proof of residential address (Utility Bills / Affidavit/ Letter from Local Authorities eg Kgosi) |  |
| 17 | Proof of Tax Registration (TIN) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Owners Personal Balance Sheet (If Company, complete for all Shareholders)  Personal Balance Sheet of: | | | | | |
| Spouses name: | | | | | |
| Married in/out of community Yes/No | | | | | |
| ASSETS:  Immovable Property: | | | | | |
| Plot No | Location | Type of Land | Size | Remaining Lease | Estimated Value |
|  |  |  |  |  |  |
| Movable Assets: | | | | | |
| Type of Assets | Original Cost | Year of Acquisition | Net Book Value | |  |
| Vehicles |  |  |  | |  |
| Machines and Equipment |  |  |  | |  |
| Furniture and Fixtures |  |  |  | |  |
|  |  |  |  | |  |
| Livestock | |  | | |  |
| Debts / Receivables | |  | | |  |
| Shares in companies | |  | | |  |
| Other assets | |  | | |  |
| Fixed Deposits with banks | |  | | |  |
| Cash at Bank and in Hand | |  | | |  |
|  | | Total Assets | | |  |
| LIABILITIES: | |  | | |  |
| Loans secured by Mortgage over Immovable Property | |  | | |  |
| Loans under Hire Purchase | |  | | |  |
| Tax Liabilities | |  | | |  |
| Personal Loans | |  | | |  |
| Creditors | |  | | |  |
| Other liabilities | |  | | |  |
| Any Contingent Liability as Guarantor for other or bonds over property / assets used as security | |  | | |  |
|  | | Total Liabilities | | |  |